

**SAMPLE PRE DELIVERY LETTER ON YOUR COMPANY LETTER HEAD**

**DATE**

Scott Wells  
Deputy Federal Coordinating Officer  
United States Department of Homeland Security- FEMA  
Joint Field Office DR-1603-LA  
415 N. 15<sup>th</sup> Street  
Baton Rouge, LA 70802  
Via Fax: (225) 379-3658

Dear Mr. Wells:

I am the **title** of **name of business**. I am writing to notify you that **name of business** has located a site that can be used to place **number of travel trailers** for **period of time** for use as temporary housing for victims of Hurricane Katrina and/or Rita. The site is located at **street address, city, state, zip**.

Initially I plan to offer any travel trailers that are placed on this site to employees of my company so we can re-start our business operations as quickly as possible. This housing is for my company's employees and their families, as well as potentially to other disaster victims, is an essential part of the process of providing temporary housing to disaster victims so they can return to work, and it will also protect and preserve the health and safety of the public.

**Name of company** has tried to obtain travel trailers and other housing resources to address the housing needs of our employees whose housing was damaged or destroyed by Hurricane Katrina and/or Rita, but we have not been able to locate such housing resources. Therefore, in order to address this urgent situation we agree to provide (at no cost to the United States) the property identified above for the placement of travel trailers. We will provide all utilities necessary to support the units and will do all of the hook-ups required for water, sewage and electricity. We are also responsible for the on going maintenance for the travel trailer units.

Sincerely,

Name  
Title